

# Activity Insight – Faculty Guide



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## Welcome to Activity Insight!

Digital Measures Activity Insight is a fully customizable online information management system designed to organize and report on your teaching, research, and service activities. It provides the most reliable, versatile, and secure solution for generating custom reports easily and in real time.

Activity Insight eliminates the time-consuming and often tedious task of gathering and compiling data to build reports, saving your campus time and effort by eliminating the need to prepare activity reports manually. From customized report generation for accreditation and campus stakeholders, to keeping profiles current on your campus' external website, Activity Insight enables your campus to focus on using reports instead of preparing them.

Activity Insight is accessible at any time, day or night, from anywhere you have an Internet connection.

### Benefits to Users

Activity Insight eliminates periodic, recurring requests for information on your teaching, research, and service activities. Faculty can generate reports for personnel review procedures such as promotion and tenure, or reports for other stakeholders such as faculty rosters, biographical sketches and vitae once Activity Insight contains their activity data. Faculty gain a single convenient easily accessible place to maintain their activity data and generate these reports. You can also link Activity Insight to your campus's website, ensuring that profiles of faculty are always current.

### Benefits to Administrators

Administrators need timely access to faculty activity reports for accreditation; your state institutional research surveys; personnel review procedures, such as promotion and tenure; program reviews; and other stakeholders. Activity Insight gives administrators an efficient, centralized, easy-to-navigate source for generating reports on these data. With Activity Insight, you are more aware of your users' activities and better positioned to publicize their accomplishments because of this awareness.

## Security, Backups and System Requirements

Data is stored in a quite complex schema to accommodate customizations for each client. This provides you full access to all of your data at any time, in a simplified view that makes it easier to work with and utilize.

The following security measures are in place for Digital Measures servers and datacenters:

- All data are transferred over an SSL-encrypted connection.
- Server rooms are locked, caged, and protected by armed security guards present at all times.
- Servers are firewalled and located behind an intrusion detection system.
- Redundant fire suppression and climate control systems are used at all times.
- Redundant power and Internet connections are enabled.

In addition to these server security measures, Digital Measures also performs secure nightly backups to five geographically dispersed locations. In addition to these backups, you are able to download a full copy of all your data at any time, as often as you like; you can even put a secure process in place to do this on an automated basis.

Activity Insight is compatible with most modern web browsers including Internet Explorer, Mozilla Firefox, Google Chrome and Apple Safari. While app versions of these browsers often work, compatibility testing is focused on full versions of these browsers.

**Warning:** Some clients have found that Apple Safari does not correctly open links to stored files when you select these links from a report that you have opened in Word for Mac. If this problem occurs, we recommend that you copy and paste the link from the report into your browser.

**Note:** Many clients have found that Internet Explorer does not process as quickly as other browsers, such as Firefox. In addition, Digital Measures recommends that all users of Activity Insight keep their browsers and operating systems as up-to-date as possible to maximize performance.

### Access to Data

Faculty will only have access to their own data. Department Chairs, Deans, Assistant Deans, etc. will have access to their department's faculty data as well as their own.

## Logging In to Activity Insight

Navigate to myACU (my.acu.edu). From the Quicklinks menu choose Activity Insight.

## Overview of Activity Insight

The screenshot shows the Activity Insight interface. On the left is a navigation menu with a red box around it and a red number '2' in the center. The menu items are: Manage Activities (with a person icon), Rapid Reports, PasteBoard, Manage Data, Run Reports, Usage Statistics, Resource Center, and Help. Below the menu is the ACU logo and the text 'POWERED BY DigitalMeasures Privacy Policy' with a red number '1' next to it. The main content area has a red box around it and a red number '3' in the center. It starts with a link to 'Review a guide to manage your activities.' followed by three sections: 'General Information' (with sub-items: Personal and Contact Information, Administrative Data - Permanent Data | Yearly Data, Academic, Government, Military and Professional Positions, Administrative Assignments, Awards and Honors, Consulting, Education, External Connections and Partnership, Faculty Development Activities Attenc, Licensures and Certifications, Media Contributions, Professional Memberships, Workload Information and Annual Go), 'Teaching' (with sub-items: Academic Advising, Directed Student Learning (e.g., theses, undergraduate research, travel leadership), Non-Credit Instruction Taught, Scheduled Teaching), and 'Scholarship/Research' (with sub-items: Artistic and Professional Performances and Exhibits, Contracts, Fellowships, Grants and Sponsored Research, Intellectual Contributions, Intellectual Property (e.g., copyrights, Presentations, Research Currently in Progress).

Activity Insight is made of many different components, all of which share common basic elements (see above):

1. ACU's logo
2. The Left-Hand Menu for Activity Insight (described below);
3. Main content for each utility, each of which we describe briefly in this chapter

## Left-Hand Menu

The Left-Hand Menu is on all Activity Insight screens and contains the basic navigation links. The main buttons will provide the following functionality, described briefly in the following pages and in more detail in the remainder of this guide:

Note: You may not have all utilities displayed or functionality described here. The Left-Hand Menu is dependent upon the permissions assigned to your Activity Insight security role.

- **Manage Activities:** Enter or manage your own teaching, research, and service activities.
- **Manage Data:** Enter or manage other faculty's teaching, research, and service activities. (Deans, Assistant Deans, Department Chairs, etc.)
- **Run Reports:** Run customized reports based on the information entered into Activity Insight. Those with higher level permissions will be able to 'Create a new report' and choose from information available.
- **Help:** When faculty have a problem using Activity Insight, they can send a support request using the "Help" menu option. By default, users can choose to send their inquiries to their Activity Insight University Administrator but have the option to send directly to Digital Measures. Please send your request to the University Administrator and someone on campus will contact you.

# Manage Activities

**Manage Activities**

[Review a guide](#) to manage your activities.

▼ **General Information**

- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnership
- Faculty Development Activities Attenc
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information and Annual Go

▼ **Teaching**

- Academic Advising
- Directed Student Learning (e.g., theses, undergraduate research, travel leadership)
- Non-Credit Instruction Taught
- Scheduled Teaching

▼ **Scholarship/Research**

- Artistic and Professional Performances and Exhibits
- Contracts, Fellowships, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, Presentations
- Research Currently in Progress

ACU ABILENE CHRISTIAN UNIVERSITY

POWERED BY Digital Measures  
Privacy Policy

The Manage Activities utility enables faculty to keep track of their own teaching, research, and service activities.


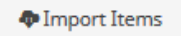

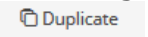
The instructional text on the top of the Manage Activities page will always contain a link to a universal Faculty Guide that Digital Measures maintain. Most of which is included in this document.

The Manage Activities page includes links to each of the data collection screens in your system.

When you first visit this screen, it would be good to spend a few minutes looking through the screens accessible from it. To access a screen, click its name. The resulting screen displays records that are stored for that screen.



There are six possible actions you can take from the resulting screen, although not all of these actions will always be available:

- To add a new record, select the  button.
- To import items in bulk, select the  button (available only for the Intellectual Contributions screen).
- To delete a record, select the appropriate check box, and then select the  button.
- To copy an existing record, check the box to the right of the name and select the  button.

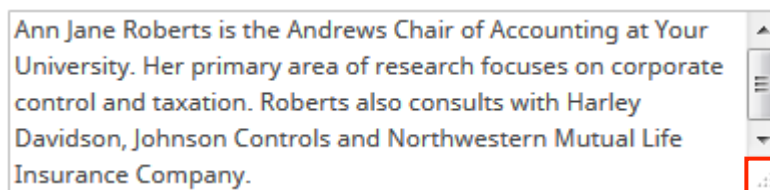
**Note:** For records that you can view but not edit or delete, these have been added to the system for you and have been set by and ACU Administrator as restricted. If such records need revision, contact **Julie Hughes, Provost Office.**

## Saving Records

When working in the system, it is important that you preserve modifications by selecting one of the **Save** buttons at the top or bottom of the screen. If you attempt to navigate away from a screen containing unsaved changes, a warning message will display to determine whether you would like to return to the screen and save your modifications before proceeding.

## Expanding Text Boxes

You may see a triangle under the scroll bar of the text box.



Click and drag this triangle makes the text box larger to give you more space. Once expanded, it can be minimized by double clicking the arrow again.

## Important Fields under ‘Personal and Contact Information’

At the bottom of the Personal and Contact Information screen are several open ended text boxes. The information provided in the Church Activities will be pulled into your Significant Faculty Accomplishments. Biography information will be used when pulling information regarding grant requests. Teaching Interest and Research data will be pulled into your Vita. Expertise/Repertoire and Specializations, in the future, is information that will be made available to local PR/Marketing personnel as a database search on specific topics. Expertise/Repertoire is designated for artistic faculty (characters played, musical pieces, etc.) and Specializations are more for certifications or a particular interest of study.

## Publications – Import Items

Faculty can now use an import feature to bring their data into Activity Insights easily. There is a good chance that citations of faculty publications are already stored in another software system such as a reference manager or database — for example, EndNote, Google Scholar, Mendeley, RefWorks, Scopus, Web of Science or Zotero. Those software systems enable you to pick records and then export them into a BibTeX file.

BibTeX is the most broadly supported standardized way to structure publication citations in a file. This makes it easy to move citations between two software applications. You export citations from one software application into a BibTeX file and then import that file into another software application. In this case, you are exporting from another software application and importing into Activity Insight.

This feature enables you to upload an exported BibTeX file so that you do not need to rekey those citations.

### Import Items

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The citations of your publications may exist in another software system. Instead of rekeying those citations, import them using one of these options:

**Option A: Import a file exported from another system**

Import records from software systems such as reference managers:

- EndNote
- Mendeley

or other databases:

- Google Scholar
- Scopus

**Option B: Import by connecting to PubMed**

Search PubMed for your records.

Note: PubMed Imports is an additional major feature for importing citations for your users. With this PubMed Imports feature, faculty can now pull their citations into Activity Insight directly from PubMed without first saving them into a BibTeX file.

Click on Manage Activities from the left menu. Find the Intellectual Contributions under the Scholarship/Research heading. From there, you can click the Import Items button.

You can also edit data by clicking on the pencil icon associated with the listing.

## Fields Required for Significant Faculty Accomplishments Report

In order to provide a complete report for your Significant Faculty Accomplishments, please ensure that the following fields are populated.

- General Information - Personal and Contact Information (First and Last Name, Church Membership, Church Activities), Yearly Data (College, Department, Faculty/Staff Rank), Awards and Honors, Contracts, Fellowships, Grants and Sponsored Research, Education, Faculty Development Activities Attended, Licensures and Certifications, Media Contributions, Consulting, Academic, Government, Military and Professional Positions
- Teaching - Scheduled Teaching, Directed Student Learning, Academic Advising
- Scholarship/Research - Intellectual Contributions, Presentations, Artistic and Professional Performances and Exhibits, Intellectual Property (e.g., copyrights, patents), Research Currently in Progress
- Service - Department, College, University, Professional, Public

## Rapid Reports

Rapid Reports provides a way for you to run custom reports quickly and easily on the data in Activity Insight. By enabling you to run reports from the same pages into which you enter data, Rapid Reports gives you the flexibility to see the effect the data you enter has on your reports easily. You can use Rapid Reports when managing your own data or when managing data for others. If you are managing your own data, the Rapid Reports feature will return the selected report with just your data. If



you run a report using Rapid Reports while managing another user's data, the report will contain that user's data.

## PasteBoard

The PasteBoard enables you to copy up to 4K (4,000 bytes) of text from another document, such as your vita in Microsoft Word, and paste it into the PasteBoard. After you have pasted text into the PasteBoard, you can then select text from it, click-and-hold on the text you selected, and drag it into a system field to paste it into that field. As long as no more than 4K of text is in the PasteBoard, the text

entered there will be maintained as a user moves from screen to screen or even between utilities within Activity Insight. To remove this text, select the text (Ctrl+A) and press the backspace key or the delete key.



If users report difficulties using the PasteBoard, there are several common troubleshooting tips you should implement:

- Clear their browser cookies and restart their browser
- Verify that nothing is blocking the storage of cookies for the browser they are using
- Ensure that too much data is not being pasted into the PasteBoard – remember the 4K size limit

## Unicode Compliance

You may copy and paste special characters – such as Greek or Latin characters, accent marks or other diacritical marks – into Activity Insight from another source, as long as they are Unicode-compliant. Unicode is an industry-standard set of characters that allows computers to consistently represent and manipulate text expressed in any of the world's writing systems. For more information about Unicode, please see: [http://www.unicode.org/faq/basic\\_q.html](http://www.unicode.org/faq/basic_q.html).

Examples of fonts that are Unicode-compliant include Arial and Times New Roman. Examples of fonts that are not Unicode-compliant include Symbol and Wingdings. If characters are not transferring to Activity Insight as you expect, try changing their font in the source software application to Arial or Times New Roman and then copy and paste the text into Activity Insight. For characters typically entered as symbols, you may need to change the

underlying font of the character, in addition to the display font. To do this in Microsoft Word, navigate to Insert > More Symbols, and update the font of the symbol to a Unicode-compliant font prior to selecting and inserting the desired character. This ensures that the underlying font and the display font are Unicode-compliant, and that the symbols render correctly in Activity Insight.

## Run Reports

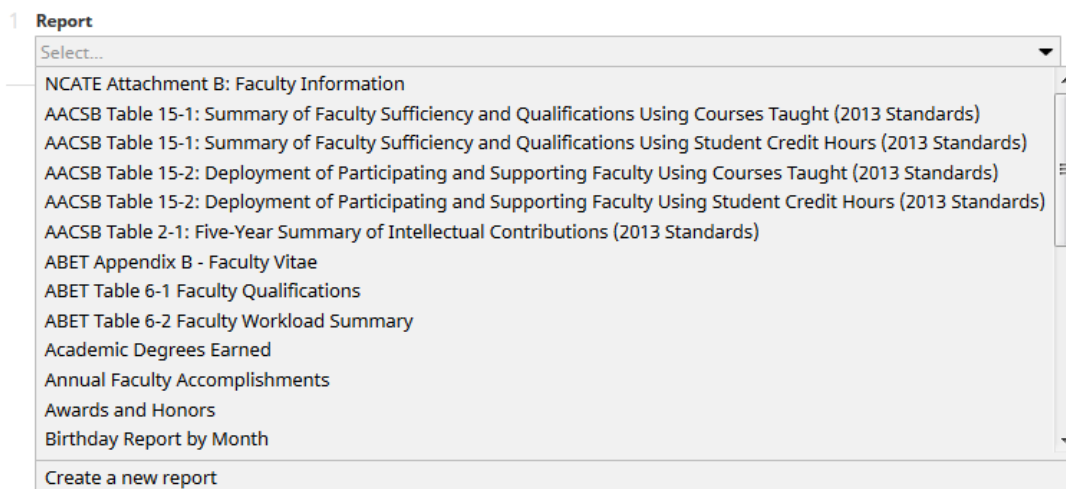
**Run Reports** is a template-based reporting utility that eliminates the drudgery of creating reports by digitizing the process. Digital Measures uses the specific data elements, calculations, and formatting you specify to construct standardized reports which your administrators and faculty can then run on the activity data in your instrument.

To run a report:

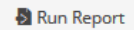
1. In Activity Insight, select **Run Reports** in the Left-Hand Menu, and select the report you wish to run from the drop-down list in Step 1.
  - o To download a report template that shows how the report you selected is built, select Details of how this report is built. This is helpful if information is missing from your report. The details of how the report is built will show what fields are included in the report and give ideas on where to find the area with no data.

### Run Reports


Run Report









## Run Reports

 Run Report


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1 **Report**  
Annual Faculty Accomplishments   
[Download this report's template](#)



---

2 **Date Range**  
Start Date Jan  01  2015   
End Date Dec  31  2015 

---

3 **Whom to Include**  
Users Selected All [Change selection...](#)  
Include These Accounts Enabled Only 

---

4 **File Format**  
File Format Microsoft Word (.doc)   
Changes made to the Microsoft Word document **will not** be reflected in the system.  
Page Size Letter 

2. Select the date range for the information you wish to include in your report. Activity Insight will warn you if you attempt to create a report with an end date before the report's start date.
3. Activity Insight's default behavior is to include all enabled user accounts in a report. Faculty will only have access to their data. Department Chairs, Deans, Assistant Deans, etc. will have the option of selecting who to include in the report. If you would like to limit your report to include only selected users, select [Click here](#) in Step 3 to open the Select who to include page in a pop-up window. If colleges, departments, and individual users are selected, these selections function as "and" options and the report will include all selections made. Activity Insight uses the user attributes – college, department, etc. – in users' most recent Yearly Data records, including records in the future, to determine who should be included.
  - **Warning:** Changing the data in a report does not change the data inside Activity Insight. Use Manage Your Activities or Manage Data to make these changes.
  - Select the headings to show or hide the groups and then select the ones you want to include in your report.
  - Select all next to a heading to select all items under it. Select none next to a heading to clear all items under it.
  - When you have completed your selections, select Save at the bottom of the page to save your selections and return to the

## Create a Report page.

4. The Create a Report page will show the individuals you selected to include in your report under Step 3. You can also select to include enabled, disabled, or both enabled and disabled users in your report as part of this step.
5. Select the file format for your report from the drop-down list in Step 4.
6. The default options are Microsoft Word, Adobe PDF, and HTML. Digital Measures can make some reports available in Microsoft Excel. You should specifically state this in the Report Setup or Report Revision(s) work request if you need this additional format option.
7. Select the paper size from the drop-down list in Step 5. Activity Insight supports US Letter and A4 sizes.
8. Review your selections and select Build Report. Activity Insight will build your report and prompt you to either open it or save it locally.

## Logoff

Logoff will log you off of Activity Insight. You will have to authenticate again to begin a new Activity Insight session. Sessions automatically time out after 90 minutes of inactivity. Note that users will receive a warning prompt five minutes before their session times out, which will enable them to restore their session if it should remain active.

## Getting Help

If there are issues with the content, please contact Julie Hughes, 674-2914 or [hughesj@acu.edu](mailto:hughesj@acu.edu).

If you experience issues logging in or gaining access to your data, please contact the Helpdesk, 674-4357 or [helpdesk@acu.edu](mailto:helpdesk@acu.edu). A work request will be entered and assigned to either Kristy Strickland or Computing Services.

Fields Imported from Banner:  
 (Information in these fields that are incorrect, please contact Julie Hughes.)

<b>Top Level Category</b>	<b>Screen Name</b>	<b>Screen Data Element Title</b>	<b>Backend Code</b>
General Information	Personal and Contact Information	Prefix	PREFIX
		First Name	FNAME
		Preferred First Name	PFNAME
		Middle Name	MNAME
		Last Name	LNAME
		Suffix	SUFFIX
		E-Mail Address	EMAIL
		Building Where Your Office is Located	BUILDING
		Office Room Number	ROOMNUM
		Office Phone Areacode	OPHONE1
		Office Phone Prefix	OPHONE2
		Office Phone Suffix	OPHONE3
		Fax Areacode	FAX1
		Fax Prefix	FAX2
		Fax Suffix	FAX3
		Month of Birth	DTM_DOB
		Day of Birth	DTD_DOB
		Year of Birth	DTY_DOB
		Gender	GENDER
		Race/Ethnicity	ETHNICITY
		U.S. Citizen or Permanent Resident?	CITIZEN
General Information	Administrative Data - Permanent Data	Start Month at Abilene Christian University	DTM_HIRE
		Start Day at Abilene Christian University	DTD_HIRE
		Start Year at Abilene Christian University	DTY_HIRE
		Month Attained Rank of Instructor	DTM_ATTAIN_INSTRUCTOR
		Day Attained Rank of Instructor	DTD_ATTAIN_INSTRUCTOR



		Year Attained Rank of Instructor	DTY_ATTAIN_INSTRUCTOR
		Month Attained Rank of Assistant Professor	DTM_ATTAIN_ASSISTANT_PROF
		Day Attained Rank of Assistant Professor	DTD_ATTAIN_ASSISTANT_PROF
		Year Attained Rank of Assistant Professor	DTY_ATTAIN_ASSISTANT_PROF
		Month Attained Rank of Associate Professor	DTM_ATTAIN_ASSOCIATE_PROF
		Day Attained Rank of Associate Professor	DTD_ATTAIN_ASSOCIATE_PROF
		Year Attained Rank of Associate Professor	DTY_ATTAIN_ASSOCIATE_PROF
		Month Attained Rank of Full Professor	DTM_ATTAIN_PROF
		Day Attained Rank of Full Professor	DTD_ATTAIN_PROF
		Year Attained Rank of Full Professor	DTY_ATTAIN_PROF
		Tenure Decision Month	DTM_TENURE_DECISION
		Tenure Decision Day	DTD_TENURE_DECISION
		Tenure Decision Year	DTY_TENURE_DECISION
		Separation Month	DTM_SEPARATION
		Separation Day	DTD_SEPARATION
		Separation Year	
General Information	Administrative Data - Yearly Data	Academic Year	AC_YEAR
		Faculty/Staff Rank	RANK
		Department	DEP1, DEP2, DEP3
		College	COLLEGE1
		Graduate Faculty	GRADUATE
		Tenure Status	TENURE
		Fulltime?	FULLTIME
		On Leave?	LEAVE
		Salary	SALARY
General Information	Education	Degree	DEG
		Explanation of "Other"	DEGOTHER
		Institution	SCHOOL
		Location of Institution	LOCATION
		Honor/Distinction	DISTINCTION

		GPA	GPA
		Year Completed	YR_COMP
		Sequence Number	Sequence Number
Teaching	Scheduled Teaching	Semester	TYT_TERM
		Year	TYT_TERM
		If Summer, which session?	SUMMER_SESSION
		If Spring, which session?	SPRING_SESSION
		If Fall, which session?	FALL_SESSION
		Course Name	TITLE
		Course Prefix	COURSEPRE
		Course Number	COURSENUM
		Section Number	SECTION
		Number of Credit Hours	CHOURS
		Workload Hours	WORKLOAD_HRS
		Max Enrollment	MAX_ENROLL
		Actual Enrollment	ENROLL
		Seats Available	SEATS
		Course Level	LEVEL
		Class Type	DELIVERY_MODE
		Instruction Method	INSTRUCT_METHOD
		Final Number of Students Earning an A	STEARNA
		Final Number of Students Earning a B	STEARNB
		Final Number of Students Earning a C	STEARNC
		Final Number of Students Earning a D	STEARND
		Final Number of Students Earning an F	STEARNF
		Crosslisted	XLIST
		Total Enrollment of Crosslisted	ENROLL_XLIST
		Maximum Enrollment of Crosslisted	MAX_ENROLL_XLIST
		Crosslisted Course - Course Prefix	
		Crosslisted Course - Course Number	
		Crosslisted Course - Section Number	
		Co-listed?	COLIST

		Total Enrollment of Co-listed	ENROLL_COLIST
		Maximum Enrollment of Co-listed	MAX_ENROLL_COLIST
		Co-listed Course - Course Prefix	
		Co-listed Course - Course Number	
		Co-listed Course - Section Number	
		Additional Instructor Names	